![C:\Users\LathamH\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\219JYDUC\entertainment-camera-still[1].png]()

**SUMMARY OF EVENT**

EVENT TYPE:

**PAID / FREE**

delete as appropriate

**LEVEL OF EFFORT REQUIRED**

AIMS OF EVENT:

FORMAT OF EVENT:

Before Event

**No. Volunteers:**

**LEVEL OF FINANCE REQUIRED**

**Estimates/Indications of Key Budget Breakdown:**

**THIS EVENT IS GREAT FOR…**

**HELPFUL HINTS & TIPS**

**What Works Well:**

**Pitfalls to Avoid:**

**FOR MORE INFORMATION**

Contacts:

Useful Webpages:

Link to Resources:

**Overall Level of Effort:** Low/Medium/High/Very High

On the Day of Event

**No. Volunteers:**

**Overall Level of Finance:** Low/Medium/High/Very High

**Central Funding Available:** Yes/No

**Sponsorship Needed:** Yes/No

**IMechE Support:** BDMs, Lead Panel, Volunteer

**Typical Length of Event:** 1 Days